

## SUMMARY OF INDIVIDUAL RATINGS OF FACULTY MEMBERS WITH MULTIPLE FUNCTIONS

Name of Faculty Member: ROSALINA D. POLIQUIT

Program Involvement (1)	Percentage Weight of Involvement (2)	Numerical Rating (Rating x%) (3)	Equivalent Numerical Rating (2x3)
1. Instruction			
a. Head/Dean (50%)		4.88x50%= 2.44	
b. Students (50%)		4.40x50%= 2.2	
Total for Instruction	100%	4.64	4.64
2. Research			
a. Client/Dir. for Research (50%)			
b. Dept. Head/Center Director (50%)			
Total for Research			
3. Extension			
a. Client/Dir. for Extension (50%)			
b. Dept Head/Center Director (50%)			
Total for Extension			
4. Administration			
5. Production			
TOTAL	100%		4.64

EQUIVALENT NUMERICAL RATING: 4.64

Add: Additional Points, if any: none

TOTAL NUMERICAL RATING: 4.64

ADJECTIVAL RATING: **OUTSTANDING**

Prepared by:

Reviewed by:

ROSALINA D. POLIQUIT

Name of Faculty

ANALYN M. MAZO

Department Head

Recommending Approval:

MA. THERESA P. LORETO  
Dean/Director

Approved:

BEATRIZ S. BELONIAS  
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW FORM (IPCR)

I, ROSALINA D. POLIQUIT, a faculty member of the DEPARTMENT OF BIOLOGICAL SCIENCES, commits to deliver and agree to be rated on the attainment of the following accomplishment in accordance with the indicated measures for the January-June 2022

*Rosalina D. Poliquit*  
**ROSALINA D. POLIQUIT**  
 Assoc. Prof. III  
 Date: *7/25/2022*

Approved:  
*Analy M. Mazo*  
**ANALYN M. MAZO**  
 Department Head  
 Date: *7/26/2022*

*Ma. Theresa P. Loreto*  
**Ma. Theresa P. Loreto**  
 College Dean  
 Date: *7/26/2022*

MFO No.	Description of MFO's/PAPs	Success/ Performance Indicators (PI)	Tasks Assigned	Target	Actual Accomplishment	Rating				REMARKS (Indicators in percentage should be supported with numerical values in numerators and denominators)			
						Quality	Efficiency	Timeliness	Average				
UMFO 1. ADVANCED EDUCATION SERVICES			Handles subjects/courses  Acts as academic adviser to  As GAC Chairman As GAC Member Entertains students seeking Converts the existing Prepares Instructional Prepares Power Point Prepares assessment	13.00	13.35								
OVPI MFO 2. Graduate Student Management Services													
	PI 4: Total FTE coordinated,	A1. Actual Faculty's FTE											
	PI 8: Number of graduate	A2. Number of students advised											
		A3. Number of students advised on											
		As GAC Chairman				Advises and corrects research	1	1	5	5	5	5.00	GAC Chairman- Med Biology
		As GAC Member				Advises and corrects research	1	2	5	5	5	5.00	GAC member of MS Horti
		A4. Number of students entertained for				Entertains students seeking	2	7	5	5	5	5.00	entertained graduate students
	PI 9: Number of instructional	A5. Number of on-line ready				Converts the existing							
		On-line ready courseware				Prepares Instructional							
		Supplemental learning resources	Prepares Power Point										
		Assessment tools	Prepares assessment										
UMFO 2. HIGHER EDUCATION SERVICES													
OVPI UMFO 3. Higher Education Management Services													
	PI 5: Total FTE,	A9. Actual Faculty's FTE	Handled Biol 113 lec and lab,	5	7.05	5	5	4	4.67	FTE for 1st sem only (Handled			
		A10. Number of grade sheets submitted within prescribed period	Prepares gradesheet and submits on or before deadline	5	5	5	5	4	4.67	submitted Grade sheets in Botn 113, Biol 25, Biol 127 , Biol 141 and Botn 200			
		A12. Number of trainings attended related to instruction	Attend mandated trainings	1	1	5	5	5	5.00	attended training on data privacy act			



		<b>A13. Number of long examinations administered and checked</b>	Administers and checks long examination for subjects taught	12	20	5	5	4	4.67	checked long exams for courses assigned
		<b>A14. Number of quizzes administered and checked</b>	Prepares and checks quizzes for lec and lab	20	30	5	5	5	5.00	checked quizzes for courses assigned
		<b>A15. Number of lab reports and</b>	Checks lab reports and term	22	38	5	5	5	5.00	corrected term and critique
	<b>PI 8: Number of students</b>	<b>A16. Number of students advised:</b>	Acts as academic adviser to							
		<b>A17. Number of students advised on</b>								
		As SRC Adviser		1	1	5	5	5	5.00	corrected manuscript of Mr.
		As SRC Chairman	Advises, and corrects research outline and thesis/SP	1	1	5	5	5	5.00	corrected manuscript of Mr. Nathaniel Manatad
		<b>A18. Number of students entertained for consultation purposes</b>	Entertains students consulting on subject taught, thesis and grades	30	60	5	5	5	5.00	entertained students consulting on course related concerns
		Supplemental learning resource	Prepares Power Point presentation, video clips, movie clips, reading assignments depending on course taught	20						prepared PPT lecture presentations and reading assignments in courses assigned
		Assessment tools	Prepares assessment tools such as long exam, quizzes, problems sets, etc.	24	38	5	5	5	5.00	prepared assessment tools in courses assigned
		<b>A 24 : Number of virtual classroom created and operational</b>	Creates virtual classroom using either Moodle or Google Classroom	5	5	5	4	4	4.33	created virtual classrooms in courses assigned
<b>UMFO 5. SUPPORT TO OPERATIONS</b>										
<b>OVPI MFO 4. Program and Institutional Accreditation Services</b>										
	<b>PI 8.</b> Compliance to all requirements thru the established/adequate implementation, maintenance and improvement of the QMS of the core processes of the College/department under ISO 9001:2015*	<b>A 44.</b> Compliance to all requirements of the QMS core processes of the university under ISO 9001:2015*								

		A 45. Compliance to all requirements of the program and institutional accreditations:								
UMFO 6. General Admin. & Support Services (GASS)										
Total Over-all Rating									68.33	
Average Rating									4.88	
Adjectival Rating									OUTSTANDING	

**Comments & Recommendation for Development**  
**Purpose:** Needs to consider finishing her PhD soon

Evaluated & Rated by:

Recommending Approval

Approved by:

*AM*  
**ANALYN M. MAZO**  
 Head, DBS  
 Date: 7/26/2022

*MA* *OK 7/26/22*  
**MA. THERESA P. LORETO**  
 Dean, CAS  
 Date: 7/26/2022

*B*  
**BEATRIZ S. BELONIAS**  
 Vice President for Instruction  
 Date: 7-28-22

## EMPLOYEE DEVELOPMENT PLAN

Name of Employee: Rosalina D. Poliquit

Performance Rating: Outstanding

Aim: Finish graduate studies (PhD)

Proposed Interventions to Improve Performance:

Date: January 2022 Target Date: December 2022

First Step:

Submit dissertation proposal

Result:

Revision of submitted proposal

Date: Jan 2022 Target Date: December 2022

Next Step:

Approved proposal

Outcome: Conduct and write dissertation

Prepared by:

  
**ANALYN M. MAZO**  
Unit Head

Conforme:

  
**ROSALINA D. POLIQUIT**  
Associate Professor